

12.605 IDENTIFICATION OF PERSONS IN POLICE CUSTODY AND WANTED PERSONS

Reference:

Ohio Revised Code - 109.60, 109.61

Ohio Revised Code 2921.31: - Obstructing Official
Business

Procedure 12.555 - Arrest/Citation: Processing Of
Adult Misdemeanor And Felony
Offenses

A. Purpose:

1. To provide for orderly and uniform processing and identification of arrested persons.
2. To establish guidelines for placing a suspect in the Ten Most Wanted File.

B. Procedure:

1. All persons arrested under the following circumstances (O.R.C. Sections 109.60 & 109.61) shall be fingerprinted and photographed.
 - a. Any felony
 - 1) Major case prints (includes palm prints) will be obtained in the following specific felonies:
 - a) Homicide and related offenses
 - b) Rape, Gross Sexual Imposition, Sexual Imposition, Felonious Sexual Penetration
 - c) All robbery type offenses
 - d) All burglary type offenses
 - e) Forgery and Passing Bad Checks, repeat offenders
 - f) Complicity in any of the above
 - g) At the request of the officer for a serious or unusual crime

b. Any of the following misdemeanors:

- 1) All sex offenses:
 - a) Prostitutes processed during the past twelve (12) months will not require processing for subsequent arrests when charged with Prostitution, Soliciting or Public Indecency.
- 2) Any gambling offenses (except Public Gaming)
- 3) All drug offenses (except Glue Sniffing and minor misdemeanor possession of marijuana)
- 4) All offenses involving a deadly weapon
- 5) Unlawful Possession of a Deadly Ordnance
- 6) Any Theft Offense
- 7) Tampering With Coin Machines
- 8) Unauthorized Use of a Vehicle
- 9) Passing Bad Checks
- 10) Misuse of a Credit Card
- 11) Defrauding a Livery or Hostelry
- 12) Receiving Stolen Property
- 13) Possession of Criminal Tools
- 14) Possession of Counterfeiting Materials
- 15) Endangering Children
- 16) Child Stealing
- 17) Criminal Child Enticement
- 18) Vehicular Homicide
- 19) Domestic Violence

20) Assault on a Police Officer

21) Resisting Arrest (supervisor's determination based on the degree of resistance).

2. Identification process will be handled by Sheriff's Office personnel at Central Intake in accordance with their guidelines and procedures.
3. In addition to the offenses outlined in B.1.b., arresting officers may request Central Intake personnel to process:
 - a. An arrest resulting from an unusual or serious offense as determined by the arresting officer's supervisor.
 - b. If a need for future identification is anticipated by the arresting officer and his supervisor.
4. Individuals arrested for an offense that is listed in section B. of this procedure or that is a misdemeanor on the first offense and a felony on subsequent offenses must be transported to Hamilton County Justice Center Central Intake for identification processing, utilize Arrest Form 527.
 - a. The individual may be eligible for release only after processing and verification of identity is completed.
 - 1) If the officer recommends release after processing, check block marked "O.R. Bond."
 - 2) Transporting officer will not wait for processing. However, if a prisoner is discovered to be an impostor, Warrant/Identification Unit (W/IU) will check for additional warrants, and add existing warrants (if any) and the alias to the Form 527 before final processing.
 - a) W/IU will then contact Central Intake of the additions and changes.

- b) W/IU will then contact the arresting officer, by phone, if he is still on duty. If the arresting officer is off duty W/IU will mail a copy of the amended Form 527 to him through interdepartmental mail.

C. Wanted Persons File:

1. Each unit in the Investigation and Patrol Bureaus will keep a file of the ten persons who have been identified and selected as The Crime Stoppers Ten Most Wanted persons.
 - a. The unit commander will identify a bulletin board to be used for display of the most wanted photographs.
 - b. The unit commander or his designee will make additions and deletions to this file as soon as possible after they are received.
 - c. When an addition to the file is received, it will be read at roll calls for three consecutive days.
2. The ten most wanted will consist of persons approved by the Crime Stoppers Most Wanted Advisory Board.
 - a. The board will be comprised of:
 - 1) Police personnel assigned to the Crime Stoppers Program
 - 2) A representative from the Police Intelligence Coordinating Agency (P.I.C.A.)
 - 3) A representative from the Northern Kentucky Intelligence Network (N.K.I.N.)
 - 4) The Cincinnati Police Division Property Crimes Unit Commander
3. Criteria for inclusion of subjects:
 - a. Subjects who are wanted on warrants or indictments charging them with a serious felony offense or a series of felony offenses will be considered.

- 1) Information should be provided to indicate that the subject is attempting to avoid arrest.
 - 2) It should also be shown that the subject's behavior is such that he poses a significant hazard to the general welfare of the persons and property in the Greater Cincinnati area.
- b. No subject will be considered unless there is a warrant or indictment on file.
4. Method for requesting a subject to be placed on the Crime Stoppers Ten Most Wanted list:
- a. Information on the offenses involved, identifying data on the subject and any other pertinent information will be submitted to the Property Crimes Unit Commander for presentation to the Crime Stoppers Most Wanted Advisory Board.
- 1) This should be done in accordance with accepted procedures established in the respective police agencies.
- a) Cincinnati Police Division members must make this request as follows:
 - 1] The investigator assigned to the case, upon approval of his immediate supervisor, will submit a Form 17, through channels, to the Criminal Investigation Section Commander describing the subject, the crime and other information pertinent to the investigation.
 - 2] A copy of the warrant or indictment will be included with this request.
 - 3] A photograph of the subject that is suitable for reproduction and public dissemination must also be included.

- 4] Upon approval by the Criminal Investigation Section Commander, this request will be given to the Property Crimes Unit Commander.
 - b. An emergency request for a subject to be included on the most wanted list can be directed to any member of the Crime Stoppers Most Wanted Advisory Board.
 - 1) This method of presentation is for emergency use only, an immediate and imminent risk of serious physical harm must exist.
5. Distribution of Wanted Person Bulletins
- a. Within Hamilton County, Ohio
 - 1) All law enforcement agencies will be notified of additions and bulletins via R.C.I.C. administrative message.
 - 2) Agencies will be requested to obtain these bulletins at the Cincinnati Police Criminal Investigation Section.
 - b. Northern Kentucky Police Chiefs Association will be responsible for distribution to Northern Kentucky police agencies.
 - c. Notification of removal will be handled in the same manner as distribution notices.
 - 1) Upon removal notification, each agency will be requested to properly destroy all outdated bulletins.
6. Routine Updating of Most Wanted List
- a. An accurate updated summary of the Crime Stoppers Ten Most Wanted List will be prepared and distributed on a monthly basis.

- 1) This will assure that all agencies have current lists and that any and all deletions have been removed.
7. Requests for removal should be processed the same as requests for inclusion.

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